



# NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

*Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.*

## JOB ANNOUNCEMENT

### PROGRAM ASSISTANT-FAMILY COMMUNITY PARTNERSHIPS

**DATE POSTED:** **March 5, 2019**

**APPLICATION DEADLINE:** **Opened Until Filled**

**Position no. / Range:** 9125/46.0

**Union Status:** Non-Union

**Starting Pay/ Range:** \$17.96 - \$19.83 per hour

**Status:** FT/Non-Exempt

**Hours of Work:** 8:00 a.m. - 5:00 p.m.

**# of Positions/Weeks:** 1/50 weeks

**Location:** 2401 E. 24th Street - National City &  
5660 Copley Drive – San Diego, CA 92111

**Dept. / Program:** Admin / Head Start

#### **Basic Job Assignment:**

Under direct supervision of the Senior Program Specialist – FCP, performs specialized paraprofessional-level duties to assure Grantee program compliance with federal, state, local and all program funding sources. Operates a data entry device to record or verify a variety of standard and/or complex coded or un-coded business and statistical source data into a computer. Performs computer entry and verifies a variety of data in appropriate formats. Tracks and verifies quality of data entry from all sources; resolves data problems.

#### **Employment Requirements:**

The ideal candidate is a self-motivated, team player who possesses a solid knowledge of and experience in: Modern theories, methods and practices of assigned areas of responsibility and expertise, including data-analysis, early childhood education, social services, emotional and/or physical health, and learning and/or physical disabilities; Federal, state and local laws and regulations applicable to the Head Start Program and the assigned areas of responsibility and expertise; Head Start Program Performance Standards; Goals, objectives, policies and procedures of the NHA Head Start Program; Modern theories, principles and practices of supervision, including training and staff development; Record keeping and filing practices and procedures. Furthermore, the ideal candidate will demonstrate the ability to: Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility; Operate a computer using word processing, spreadsheet and database software applications, and operate other standard office equipment; Interpret, apply, explain and reach sound decisions in accordance with program regulations, policies and procedures; Instruct and train individuals in a group setting and one-on-one; Communicate using tact, objectivity, confidentiality, sensitivity, strategy and judgment in dealing with volunteers, partners, delegates, parents, and staff; Understand/carry out oral and written instructions; and Experience working with culturally and ethnically diverse, low income or no income families and unique populations.

#### **Qualifications:**

- Associate's Degree from an accredited college/university; **OR**
- Two (2) years of experience in the field of data entry/computer records management or in a related data input work environment; must demonstrate accuracy, thoroughness and neatness; **OR**
- An equivalent combination of education, training and experience;
- CPR and First Aid Certification must be met within 90 days of employment;



# NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

*Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.*

## JOB ANNOUNCEMENT

---

- Must meet and maintain state law and county licensing requirements regarding employment in a child care center (fingerprints, TB, physical, immunizations).

### **Example of Major Functions:**

*The duties listed below are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

- Participates as a collaborative member of a Multidisciplinary Family Services/Quality Improvement Team engaged in identifying, assessing, planning and implementing strategies and activities to support program compliance;
- Inputs data into the online PROMIS computer database system;
- Verifies recorded information to ensure accuracy and completeness of data; identifies and corrects errors;
- Operates computer and associated office equipment;
- Conducts data-analysis and recommends solutions within scope of responsibility and expertise;
- Assembles, batches, and distributes data; provides feedback to staff based on data-analysis;
- Maintains complete and current files and records pertaining to activities;
- Prepares regular and special status reports;
- Monitors records and reports of program services to children and families;
- Works with and trains center staff to ensure timely and accurate service delivery and subsequent data entry;
- Supports staff with problem-solving in assigned area of expertise;
- Participates in the development and dissemination of information and materials relative to subject matter;
- Participates in parent/child recruitment activities and other ERSEA functions as directed;
- Performs administrative and other duties, as assigned;
- Other duties as assigned by supervisor.



# NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

*Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.*

## JOB ANNOUNCEMENT

### **APPLICATION SUBMITTAL INSTRUCTIONS:**

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41<sup>st</sup> Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org). Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/emailed to: [recruiting@neighborhoodhouse.org](mailto:recruiting@neighborhoodhouse.org).

Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions and/ or certifications must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your official degree transcripts or diploma or foreign equivalency report and/ or certification to your application. Please only submit the documents required.

**NOTE:** Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.

### **BENEFITS:**

Eligible employees receive the following benefits: Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

**\*Medical and dental benefits are provided to regular employees who work a minimum of 30 hours per week.**

### **INTRODUCTORY PERIOD:**

All regular appointees serve a six (6) month introductory period.

### **CITIZENSHIP/IMMIGRATION STATUS:**

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

*This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.*

**Please note that offers of employment are only valid if they are made by the Human Resources Department**